



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020047A

OPEN: 12/07/2001

CLOSE: 03/01/2002

AMENDED TO CROSS-REFERENCE AN IPA ANNOUNCEMENT FOR THE SAME POSITION AND EXTEND THE CLOSING DATE.

THIS IS A PERMANENT POSITION. INDIVIDUALS WISHING TO APPLY FOR AN INTERGOVERNMENTAL PERSONNEL ACT (IPA) POSITION SEE VACANCY E20020049-IPA.

POSITION VACANT: Social Scientist (Arctic Social Science Program Manager), AD-101-4. Annual salary ranges from \$74,697 to \$116,414 per annum.

PROMOTION POTENTIAL: Social Scientist (Arctic Social Science Program Manager), AD-101-4.

LOCATION: Office of the Director, Office of Polar Programs, Arctic Sciences Section, Arctic Social Science Program, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year.

DUTIES AND RESPONSIBILITIES:

- Works to meet the needs of the research and education enterprise through a mix of program, Office, Foundation-wide, and interagency activities.
- Manages program resources, ensuring integrity and consistency in the grant/declination process without conflict-of-interests, and exercising scientific judgement; identifies and supports emerging areas and achieves balance among appropriate sub-fields and institutions, and participation of all qualified scientists.
- Manages an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and insuring participation by women, minorities and disabled scientists.
- Visits, as appropriate, field sites and institutional facilities, science program organizational and management meetings, including meetings of scientific societies where results related to arctic research are presented.
- Provides scientific expertise, evaluation and advice for other programs in NSF, including international programs, and cross-directorate research and education programs.

- Advises and assists in the development of short-and long-range plans, establishing goals and objectives for research and education programs. Plans the budget for the program(s).
- Represents the Program, Office and Foundation within the scientific community, with other NSF Divisions, with other appropriate agencies and organizations, and with the public, accurately reflecting NSF policy and positions, and conveying program opportunities and outcomes in an effective manner.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in a social science field. In addition, applicants must have a record of six years of successful research, publication, research administration, and/or managerial experience related to the position.

QUALITY RANKING FACTORS:

1. Broad knowledge and understanding of scientific principles and theories applicable to social sciences and familiarity with major research themes and challenges in Arctic social science research.
2. Research, analytical and technical writing skills which evidence the ability to perform extensive inquiries into a wide variety of significant issues and to make recommendations and decisions based on findings.
3. Ability to organize, implement and manage a proposal-driven grant program, allocating resources to further a spectrum of program goals.
4. Ability to provide leadership for the scientific community, other funding agencies and peers to effectively formulate and advocate program policies and plans.
5. Ability to facilitate field social science research in remote arctic areas.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: * Your country of citizenship. * Your social security number. * Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. * Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. * If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. * The brochure Applying for a Federal Job provides information on the Federal job application process; it is available by calling the number listed below. If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.

Applicants who do not submit the required items to this personnel office by the closing date of this announcement will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualifications, education, service, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. If you submit an electronic application via any means, you must follow-up with documents requested by the closing date of the announcement. Applicants will not be contacted for additional information if their applications are incomplete or determined not to be adequate.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020047A. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person, (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER